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Faculty Senate

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## Faculty Senate Meeting Agenda and Minutes, March 5, 2012

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# Faculty Senate

March 5, 2012, 2:15 p.m., E156 Student Union

1. **Call to Order**
2. **Approval of the Minutes of February 6, 2012**  
<http://www.wright.edu/administration/senate/senmin/documents/SenMinFeb12.pdf>
3. **Report of the University President or Provost**
4. **Report of the Senate Executive Committee**  
Guest: Jennifer Subban – Quest for Community
5. **Old Business**
  - A. Ad hoc Student Success Report  
[http://www.wright.edu/administration/senate/senage/documents/2012ReportOfTheAdHocCommitteeOnStudentSuccess-1\\_002.pdf](http://www.wright.edu/administration/senate/senage/documents/2012ReportOfTheAdHocCommitteeOnStudentSuccess-1_002.pdf)
  - C. COLA: TESOL Endorsement Certificate - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/TESOLEndorsementCertificate.pdf>
  - D. COSM: Physics Combined BS-MS Program - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/PhysicsCombined-BS-MS.pdf>
  - E. ROTC: ROTC Minor - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/ROTCMinor.pdf>
  - F. COLA: COLA Admission Requirements Policy - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCOLA-Feb23.pdf>
  - G. CONH: CONH Admission Requirements Policy - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCONH-Feb9.pdf>
  - H. CEHS: CEHS Admission Requirements Policy - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCEHS-Feb9.pdf>
6. **New Business**
  - A. Non-Bargaining Unit Faculty Workload Policy – FAC (Attachment A)
  - B. Course Management Systems – IT

*Be It Resolved:*

*The Wright State Faculty Senate recommends that all Wright State Faculty utilize a single portal to any online resources/systems used in their courses. Faculty maintain*

*the sole authority for choosing specific on-line resources or course management system for their students' use (e.g. Course Studio, Moodle, webpages of their own design, textbook websites, and iTunes U) but are encouraged to provide links to those systems from within the standard student portal system that has been set up by the University for communicating course information to students. Currently the standard portal to which students are conventionally directed is Pilot.*

- B. COSM: COSM Admission Requirements Policy  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCOSM-Feb9.pdf>
- C. CECS: Materials Science and Engineering Minor  
<http://www.wright.edu/ucapc/0012/minutes/MaterialsScienceAndEngineeringMinor.pdf>
- D. Academic Policy: Awarding College Credit For Military Training Experience And Coursework Policy  
<http://www.wright.edu/ucapc/0012/minutes/AwardingCollegeCreditForMilitaryTrainingExperienceAndCourseworkPolicy.pdf>
- E. Academic Policy: Repeating Courses And Replacing Grades Policy Addendum Quarter To Semester  
<http://www.wright.edu/ucapc/0012/minutes/RepeatingCoursesAndReplacingGradesPolicyAddendumQuarterToSemester.pdf>

**7. Written Committee Reports and Attendance (Attachment B)**

- A. Faculty Budget Priority Committee: Dan Krane
- B. Faculty Affairs Committee: Cheryl Conley
- C. Undergraduate Curriculum & Academic Policy Committee: Tom Sav
- D. Buildings & Grounds Committee: Mateen Rizki
- E. Information Technology Committee: John Gallagher
- F. Student Petitions Committee: Kathleen Kollman

**8. Council Reports**

- A. Graduate Council (Attachment C)

**9. Announcements**

- A. Nominations, including self-nominations, for Faculty President-Elect are currently being accepted until Monday, April 16, 5:00 p.m. Qualifications for the office of Faculty President are stated in the Faculty Constitution located at:  
<http://www.wright.edu/curriculum-and-instruction/faculty-constitution>

The following is applicable via the Provost:

*The President of the Faculty shall have a teaching-load reduction of approximately two-thirds during the Fall and Spring Semesters of his or her term of office, or the equivalent. In colleges where the standard teaching load is five classes, normally the President of the Faculty will teach one class per semester and will in addition have his or her other teaching-related activities reduced, as far as possible. These include activities like advising, supervision of internships and theses, participation in laboratory instruction, involvement in department assessment of teaching, and so on. In colleges where the standard teaching load is four classes, the President of the Faculty will teach one class during the year with no reduction of his or her other teaching-related activities.*

*The President-Elect of the Faculty shall have a one-course reduction in his or her full-time teaching load for the Spring Semester of his or her term of office.*

- B. Next scheduled Faculty Senate meeting: April 2, 2012, 2:15 p.m.,  
**E156 Student Union.**

**10. Adjournment**



ATTACHMENT A

Feb. 23, 2012

Members of the Faculty Senate and Council of Deans,

The Faculty Affairs Committee (FAC) has been diligently working over the past two years in an attempt to provide you with a draft of the university-wide non-bargaining unit faculty members (Non-BUFM) workload policy. Our committee felt strongly that the workloads should be defined by college using the same format as that agreed upon BUFM workload policy. The rationale for the number of courses to be taught in each college is based on the teaching workload of a BUFM who does not meet scholarship expectations. The stipulation (as stated in the MOU) is that this BUFM will teach no more than 2 more classes per year with a maximum of a 24 semester hour teaching workload. The non-BUFM workload policy we are submitting to the Faculty Senate and the Council of Deans reflects this course adjustment.

We referenced the “Guidelines for Faculty Workload Policies for Colleges and Schools Engaged in Undergraduate Education” which is in the Faculty Handbook. These policies stipulate that each college and school should have workload policies that specify the percent of effort that is expected relative to teaching, scholarship, and service. Since Non-BUFM are not expected to be involved in scholarship, workload activities involve teaching, service, and leadership, certainly with the emphasis on teaching.

A generalized workload policy for all non-BUFM of 24 semester hours per year or a 4/4 teaching schedule will not allow time for the service and leadership components of their activities. As outlined in the “Policies and Procedures for Promotion to Senior Lecturer”, the non-BUFM must show evidence of outstanding teaching and service as well as documented leadership. Certainly we understand our important mission of teaching and understand that it is our primary responsibility, however please consider reasonable release time for Non-BUFM to be able to pursue service and leadership activities. Without a reasonable teaching workload, some non-BUFM may not be eligible for promotion to Senior Lecturer.

We understand that resolving this workload policy is of utmost importance since the Chairs are assigning teaching workload for the 2012 academic year. We sincerely hope that this policy covers the respective teaching needs in each of the colleges and look forward to your response.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl L. Conley".

Cheryl L. Conley, PhD.  
Chair FAC

## **DRAFT Semester Workload For Non Bargaining-Unit Faculty DRAFT**

The University and the faculty agree to the terms described below as Wright State University makes the transition from quarters to semesters. No provision in either part of this policy can be taken to imply a change in any department bylaws (college bylaws in the case of CoNH and Lake Campus) regarding the requirements for annual evaluation of merit or for any other purpose. Colleges and departments will make a good-faith effort to develop language specifying criteria for the annual evaluation of senior lecturers, lecturers, instructors, and clinical faculty and develop bylaws defining composition and voting rights of departmental committees, as well as workload policy. This policy does not apply to Non-Bargaining-Unit Faculty in the School of Professional Psychology and the Boonshoft School of Medicine.

### **SEMESTER-BASED WORKLOAD POLICY PROVISIONS**

#### **A. FACULTY WORKLOADS AT WSU**

Collectively, faculty work consists of teaching, scholarship and service. The work of individual faculty members varies greatly, as each person uniquely contributes to the mission of the university. Senior Lecturers, Lecturers, Instructors, and Clinical Faculty at Wright State University are primarily responsible for teaching, although some are active in service and scholarship.

The policy that follows is not intended to set limits or to regulate what faculty members do but rather to provide the foundation of responsibilities for an academic year. Creativity and innovation that further the mission of the university are encouraged within a framework of accountability.

#### **B. STANDARD WORKLOAD FOR LECTURERS AND INSTRUCTORS**

The workload requirement for each non-bargaining unit faculty member with an academic (9 month) appointment, consists of the “standard” teaching or an equivalent alternative. Instructors and Lecturers are expected to teach and provide service as defined in the non-Bargaining Unit Faculty Promotion Policy and by departmental policies. Sustained excellence in teaching as defined by departmental policies may replace some aspects of the service requirement for the non-bargaining unit faculty. This agreement will be reached between the Chair and the faculty member during the process defined in C (Setting Workloads) of this document.

**Specifics are noted below:**

**RSCOB** 7 courses per year (at least 3 credit hours each) plus participation in routine curricular, assessment, and student mentoring activities.

- CECS** 6 courses per year (3-4 credit hours each). In addition, CECS lecturers/instructors are expected to engage in routine service and curriculum duties, such as serving on department, college, or university committees; course development, and course coordination activities.
- CEHS** 7 courses per year. Responsibility for courses involving substantial faculty preparation such as labs, student teaching, practicum, and/or internship may count toward the number of courses taught by faculty. In addition, faculty are expected to successfully perform customary service duties.
- LAKE** 8 courses (approximately 3 credit hours each) per year. 7 courses per year for lab-based courses plus routine service duties are expected.
- COLA:** 7 courses per year; the equivalent in Theatre, Dance and Motion Pictures and in Music. (40 units per year in Music with the provision that required non-instructional units count towards service).
- Faculty with writing-heavy (composition, business writing, and writing intensive sections) or large enrollment (40+) course assignments without grading support whether scantron or teaching assistants will have the choice of counting that grading as significant service or as an extra credit hour of instruction such that each of those class equals four credit hours for teaching load purposes only.
- Faculty in performing arts are expected to prepare for and in some cases participate in performances. If these hours are not counted as scholarship, they will count as service. In addition, faculty are expected to meet departmental service requirements as agreed upon in their department's by-laws.
- CONH:** nothing submitted
- COSM:** 6 courses per year. Courses involving student labs or with significant enrollment requiring substantial faculty preparation may count towards the number of courses taught by faculty in comprehensive departments. In addition, faculty are expected to successfully perform customary service duties.

The non-BUFM will teach no more than 24 semester hours on-load per year.

The non-bargaining unit faculty may negotiate with the dean and department chair for reductions in teaching workload on an annual basis (see section C, "Setting Workloads,"). In assigning teaching, chairs and deans should take into consideration courses that require extensive preparation, grading, or other work in the context of the department or college. Faculty who have significant administrative duties, are involved in major initiatives with substantial and ongoing impact, or demonstrate significant leadership contributions (as defined in the Faculty Rights and Responsibilities for promotion to Senior Lecturer) should have a reduction in teaching workload proportional to the additional responsibilities in service, scholarship, or leadership. Refer to section D Alternative Faculty Workloads.

"Customary additional duties" which is considered standard service include the requirements incumbent upon all faculty working within programs and departments and may involve attending departmental meetings, serving on department and college committees, assisting in developing and coordinating curriculum, course assessment, advising, student mentoring/supervision, or participating in program assessment, among other things. These regular duties may vary across the University and colleges..

### **C. Individual Service Plan**

During any non-bargaining unit faculty member's first year or at any time thereafter, the Dean or Chair may request that he or she prepare an "Individual Service Plan," (ISP). The ISP should be developed in consultation with the Dean or Chair and must be approved by both the Dean and the Chair (or the Dean only, in the case of the College of Nursing and Health and the Lake Campus) in order to take effect. Once approved, the ISP will specify the service and teaching for the following academic year. The ISP must include a substantial plan of service to the department, the college, the university, the discipline, and/or the community. Normally, the ISP will start at the beginning of the academic year following the initial approval of the plan, but other start dates are available if requested by the Dean or Chair and approved by the faculty member. The ISP may include an alternative teaching assignment. At the beginning of the academic year following the initial approval of an ISP, the faculty member will begin teaching the alternative teaching assignment specified in the plan, if any. When the faculty member submits the Annual Activity Report in January, he or she will report specifically on progress made on the service described in the ISP. By the same date the faculty member will submit a requested workload for the next academic year. Any requested workload that departs from the Standard Workload should contain a brief explanation based on the ISP (or any other agreed-upon administrative responsibilities, if such has replaced the ISP). Any late submission of either the workload request or the ISP will constitute a request for a standard workload. The Chair and/or Dean and the faculty member will review progress on the ISP and discuss strategies for improvement as needed.



Normally, Instructors and other limited-term faculty will not be asked to develop an ISP, but may do so if requested by the Dean or Chair.

A teaching assignment differing from the standard teaching loads described above may be regarded as equivalent to those standard teaching loads if the different assignment:

- a. is due to curricular or scheduling decisions with which the affected faculty members in a department or program have collectively agreed, or
- b. entails class sizes significantly smaller or larger than those of other faculty in the faculty member's department, or
- c. is due to significant variations from the normal additional duties in a department or college.

#### **D. SETTING WORKLOADS**

At its first meeting each year, the Faculty Affairs Committee of the Faculty Senate will recommend three non-bargaining unit faculty to serve on the Non-Bargaining Faculty Workload Committee (NBFWC) pending Faculty Senate Executive Committee approval. The administration will name three administrative faculty members at the rank of chair or above to serve on the same committee. The NBFWC will be responsible for acting on appeals related to workload in the process described below. It may also be charged with monitoring faculty workload assignments as the new policy is implemented.

The process for determining individual faculty workloads is as follows. In addition to the formal process set forth below, faculty are encouraged to seek informal resolutions of differences that may arise.

1. By January 15, each faculty member submits a faculty activity report on the previous calendar year and a requested workload for the next academic or fiscal year. Any requested workload that departs from either the Standard Non-Bargaining Unit Faculty Workload as defined in section B or the faculty member's workload for the previous year should contain a brief explanation based on the criteria for modifying the workload as set forth below under "Alternative Faculty Workload." Any late submission will be assumed to be a request for a standard workload.
2. By February 28, the chair (dean in the case of CoNH and Lake Campus) accepts or modifies the request and returns it to the faculty member with a workload assignment. This shall include an explanation for anything that differs from either the standard workload or the faculty member's request. This workload assignment must indicate the number of courses to be taught by the faculty member during the next year, but it does not have to identify what specific courses will be assigned or the number of courses taught in any specific semester.
3. Upon request of either the chair or faculty member, the two will meet to discuss the faculty member's workload for the next year.

4. If the chair alters the workload assignment, the chair will give the faculty member a revised workload assignment within 5 working days. In this event, the chair will also send a copy of the faculty member's request, the chair's initial workload assignment, and the revised workload assignment to the provost.
5. The workload assignment may be modified by the provost in order to ensure consistent application of this workload policy in which case the provost will give the faculty member a revised workload statement within 5 working days, and any such modifications must be accompanied by an explanation for the changes.
6. Within 10 working days of receiving a workload assignment, a faculty member may submit an appeal to the Provost, who will then ask the Non-Bargaining Faculty Workload Committee for a recommendation regarding the appeal. The NBFWC will make a written recommendation to the Provost, and the Provost will inform the faculty member of her or his decision, along with a written explanation.

## **E. ALTERNATIVE FACULTY WORK LOADS**

An alternative workload consists of a combination of teaching and service (and/or scholarship) that is equivalent to the “standard workload.” One faculty member might undertake less service in order to teach a larger load. Another might pursue less teaching in order to take on a substantial service obligation or administrative responsibility. These alternative loads entail increases and decreases in the standard teaching load, as follows:

1. Faculty members who accept substantial service assignments (including administrative responsibilities) from the University may receive teaching load reductions, as agreed to by the faculty member and the University.
2. External service responsibilities and accomplishments that are recognized as extremely high in impact and that bring considerable renown and prestige to the university may lead to a reduction in the standard teaching load. A large number of service activities is not sufficient for a course reduction.
3. Faculty who are appointed to unusual work assignments may receive continuing teaching load reductions for the period they hold such appointments.
4. The guidelines for promotion to senior lecturer should be considered when developing an alternative workload. Faculty involvement in major initiatives and significant leadership contributions should factor in to alternative workloads.

For Lecturers, “significant service assigned by the University” will include administrative responsibilities agreed upon between the faculty member and the college, including for example extraordinary advising, program direction or program support responsibilities.

## **PART 2. IMPLEMENTING THE WORKLOAD POLICY**

### **A. CALENDAR**

The university has determined a specific calendar for Fall, Spring, and Summer semesters for 2012-2013, including lengths of class meetings.

The academic year is divided into two semesters of fifteen weeks (fourteen weeks of instruction and one week of final examinations) plus a summer semester. The summer semester will consist of one twelve-week term (C term) that is further divided into two terms of six weeks each (Terms A & B). The fall semester will end mid-December. When developing the calendar for a specific academic year the parties will make a good faith effort to include 70 instructional days in each semester. Standard course scheduling during these semesters will provide for 55 minute Monday-Wednesday-Friday classes and 80 minute Tuesday-Thursday classes.

The summer semester will begin one week after the end of spring semester final exams and includes final examination days on the last Thursday of A, B and C terms.

Each six-week summer session has 23 instructional days with 100 minutes per class, plus one exam period of 100 minutes, for a conventionally scheduled three semester hour class meeting four days a week during the summer. Use of the A term final examination day by C term classes is a matter of instructor discretion.

### **B. MERIT PAY AND ANNUAL EVALUATION CONSIDERATIONS**

Annual evaluation and merit score issues may arise in light of the workload provisions of this policy. For example, it should be possible to increase the percentage weight for service when teaching is decreased based on heavier-than-normal or assigned service.

### **C. ESTABLISHING WORKLOADS FOR 2012-2013**

Faculty workloads for 2012-2013 will be established according to the process set forth in the University Workload policy, but with earlier submission dates as follows: By October 15, 2012 each faculty member submits a requested workload for the 2013-2014 academic or fiscal year, and by December 1, 2012 the chair (dean in the case of CoNH and Lake Campus) accepts or modifies the request and returns it to the faculty member.

#### **D. STANDARD TEACHING LOADS AND THE CURRICULUM**

The standard teaching “norm” for each college is predicated on the assumption that the proportion of 3 and 4 hour courses in each college and department will correspond to patterns anticipated at the end of Spring Quarter 2010.

**Workload Review:** During the Fall of 2013 the Faculty Affairs Committee and the University will meet to review the workload assignments during the first semester year at the university and will be reviewed annually.

#### **E. SUMMER**

Summer teaching will be compensated at  $1/36^{\text{th}}$  of a faculty member’s academic year base salary per credit hour for up to a maximum of 6 credit hours per six-week term

#### **F. CLASSROOMS**

If, after a good faith effort, it becomes apparent that the proposed workload cannot be accommodated by existing classrooms at the Dayton or Lake Campus, the University will consider necessary and appropriate short term adjustments.

2/24/2012

## **ATTACHMENT B**

### **Senate Committee Reports March 5, 2012**

#### **Faculty Budget Priority Committee – Dan Krane**

The Committee has been meeting regularly with administrators to discuss Responsibility Centered Management. The next meeting will be on Tuesday, March 6 and will include Provost Angle, Mark Polatajko and Keith Ralston.

#### **Faculty Affairs Committee – Cheryl Conley**

After the non-BUFM workload policy was tabled at the Faculty Senate on Feb. 6<sup>th</sup>, the FAC members met on Feb. 14<sup>th</sup> to discuss further work on this policy. Present at this meeting were: Cheryl Conley, Greta Knigga, Joan Lumpkin, Vanessa Starkey, and Sarah McGinley. The committee decided to return to the November draft, get input from our colleagues, and revise the non-BUFM workload policy. The non-BUFM forums provided valuable feedback, which the FAC incorporated into this document. The FAC shared this document with all of the non-BUFM in their respective colleges. After the latest forum on 2/23/12, the attendees unanimously agreed that this document should be taken to the floor of the Faculty Senate. An open vote was conducted by the FAC. Six members voted in favor of sending this document to the Faculty Senate with one abstention.

#### **Undergraduate Curriculum & Academic Policy Committee - Tom Sav**

UCAPC Report to the Senate, Meeting of March 5, 2012 is available in the following two documents:

<http://www.wright.edu/ucapc/0012/minutes/7minutes.htm>

<http://www.wright.edu/ucapc/0012/minutes/8minutes.htm>

#### **Buildings & Grounds Committee – Mateen Rizki**

<http://www.wright.edu/administration/senate/documents/BGCMinutes6Jan2012.pdf>

#### **Information Technology Committee – John Gallagher**

[http://www.wright.edu/administration/senate/documents/IT\\_Minutes\\_01\\_30\\_12.pdf](http://www.wright.edu/administration/senate/documents/IT_Minutes_01_30_12.pdf)

#### **Student Petitions Committee – Kathleen Kollman**

The Undergraduate Petitions Committee met on Friday, February 17, at 9:00 a.m. in room E107 of the Student Union. Present were the following members:

C. Aubin (CoNH)  
D. Bulen (Lake)  
N. Drake (registrar—ex officio)  
C. Hartwell (RSCoB)  
J. Howes (CoSM)

K. Kollman (CoLA—chair)  
S. Milner (UC)  
E. Poch (registrar—ex officio)  
T. Warrington (SGA)  
T. Wischgoll (CECS)

There was no representative from College of Education and Human Services in attendance.

This was the fourth meeting experimenting with electronic distribution of materials, and the new process is going even better than ever. We are now committed as a group to a fully paperless process.

The committee considered 30 student petitions from 6 entities.

Approved at college and university levels: 20

- CECS: 2
- CoLA: 3
- CoSM: 2
- RSCoB: 2
- UC: 11

Denied at college and university levels: 8

- CoLA: 1
- CoSM: 3
- UC: 4

Approved at college level but reversed and denied at university level: 1

- CoSM: 1

Denied at college level but reversed and approved at university level: 1

- Lake: 1

The meeting was adjourned at 10:45 a.m.. The next regularly scheduled meeting is Friday, March 16 at 9:00 a.m.

The associated Refund Appeals Committee will next meet on Friday, March 2, for routine business.

## ATTACHMENT C

### WRIGHT STATE UNIVERSITY Graduate Council Report to the Faculty Senate February 2012

The Wright State University Graduate Council met on February 2, 2012. Its standing committees met prior to that date.

#### **I. REPORT OF THE DEAN (A. Hsu)**

**Enrollment and Recruitment** – Institutional Research's Winter Enrollment Report showed a downturn in graduate student enrollment. Aware of national trends and the effect of the conversion from quarters to semesters other universities have experienced, the Graduate School anticipated the decrease in enrollment and initiated retention scholarships and recruitment grant programs last fall. It is too early to know if these actions are having a positive impact yet.

**Graduate School External Advisory Board** – The first meeting was held in December with seven board members. They are very enthusiastic about helping and committed to meeting quarterly. Although their activities are still being considered, the Graduate School will encourage the formation of an advancement committee to help with graduate student support.

**Admission Software** – The Graduate School is moving towards an electronic admission process. The College of Liberal Arts is assisting in the testing phase.

#### **II. REPORT OF THE ASSISTANT DEAN (B. Ayres)**

**Retention Scholarships** – Graduate program directors/dept chairs have been asked to identify students who are doing well in their program but have encountered financial difficulties. To be eligible, the student: (1) has completed at least one half of the credit hours towards a master's or doctoral degree program at Wright State by the start of Fall 2012, (2) is enrolled as a full time student (registered for at least 6 semester credit hours) in a graduate degree program for Fall 2012, or enrolled part time in the final semester of graduate work, (3) does not also hold a Graduate Tuition Scholarship (GTS), Graduate Assistantship (GA/GRA/GTA), or Graduate Council Scholarship in the same terms for which the Retention Scholarship is requested, and (4) has at least a 3.3 accumulative grade point average in their graduate career at Wright State.

**Graduate Application Fee** – The Graduate School has been in the practice of waiving the graduate application fee for students who have participated in the McNair scholars program (a program for under-represented minorities). The Grad School intends to extend this policy to also include students in the NIH-funded PREP program (Post-baccalaureate Research Education Program) and to put the policy in writing in the Graduate School's Policies and Procedures Manual (Policy 1.50).

#### **III. COMMITTEE REPORTS**

- **POLICIES COMMITTEE**

The Policies Committee revisited the plagiarism issue and felt that there are adequate existing university policies and that there is no need to suggest additional policy at the Grad Council level.

**Policy 1.73 English Proficiency** – The Policies Committee recommended, and the Graduate Council passed, a motion to approve the amendment to Policy 1.73 that adds “a minimum score of 57 on the Pearson Test of English (PTE)” as a means to demonstrate English proficiency.

**Policy 3.23 Curriculum Approvals Process** – The Policies Committee recommended, and the Graduate Council passed, a motion to approve the amendment to Policy 3.23 that adds “Requests for course additions will also be sent to the Registrar and the Dean or Dean’s designate of the other academic colleges with a minimum of thirty days for review before final action by the Graduate School is required. Deans and their designates are encouraged to give their feedback on the proposal through their college’s Graduate Council representatives, where it can be considered both at the Curriculum Committee and by the Graduate Council as a whole.”

- **MEMBERSHIP COMMITTEE**

The Membership Committee reported on the graduate faculty members approved.

- **CURRICULUM COMMITTEE B**

**CEHS Certificate in Instructional Design for Online Learning** – The Curriculum Committee B recommended, and the Graduate Council passed, a motion to approve (1) a certificate program in CEHS that would teach how to design and develop online instruction and (2) the two corresponding course inventories (EDT 8490 and EDT 8590).

**Course Inventory: ENG 609 Technical Writing and Professional Skills for International Students** – The Curriculum Committee B recommended, and the Graduate Council passed, a new course that is mainly for LEAP students and provides an opportunity for them to substitute the TOEFL requirement by taking LEAP Level 4 and a program related graduate level course.

- **STUDENT AFFAIRS COMMITTEE**

**Outstanding Graduate Alumni Award** – Ms. Chitra Bannerjee Divakaruni, MA in English, COLA, was selected for the Graduate School Alumna of the Year. She is an award winning and internationally known author, poet, and teacher of writing.

**Graduate Council Scholars** – The Committee has received twelve applications so far. Two awards will be selected from these nominees and announced by Feb. 15. Nominees can be submitted up until March 15, 2012, with a committee decision by April 1. Nominations already received and not selected in the first round will be reviewed in the second round.

**IV. CAREER SERVICES** - Charlene Walker, Associate Director of Career Services, provided an overview of the services they provide to undergraduate students, graduate students, and alumni.



**Wright State University  
Faculty Senate Minutes  
March 5, 2012  
2:15 p.m., E156 Student Union**

**1. Call to Order**

Faculty President Dan Krane called the meeting to order at 2:15 p.m.

✓ Berg, Susan*	✓ Laforse, Bruce	✓ Rooney, Thomas
✓ Brown, Kevin	✓ Lamping, Sally	✓ Runkle, James*
✓ Bukovinsky, Dave	✓ Lee, Miryoung	✓ Schieltz, Beverly
✓ Chesen, Alan*	✓ Loranger, Carol*	✓ Self, Eileen
✓ Cubberly, Mark*	✓ Mejia-LaPerle, Carol	✓ Steele-Johnson, Debra
✓ Doom, Travis*	✓ Milligan, Barry	✓ Stireman, John
✓ Flanagan, Erin	✓ Mirkin, David	
✓ Funderburk, Charles	✓ Nahhas, Ramzi	✓ Krane, Dan*
✓ Garber, Fred	✓ Rando, Robert	✓ Hopkins, David
✓ Gray, Bobbe*	✓ Redko, Cristina	✓ Angle, Steven
✓ Higgins, Steven	✓ Rizki, Matt	✓ Sav, Tom
✓ Holland, Cindra	✓ Roman, Brenda*	✓ Zambenini, Pam

**2. Approval of Minutes of February 6, 2012**

Minutes were approved as written.

<http://www.wright.edu/administration/senate/senmin/documents/SenMinFeb12.pdf>

**3. Report of the University President and Provost**

**President Hopkins**

Dr. Robert Ballard spoke to a packed house on Thursday, March 2 as part of our Honors Institute program. Many children also attended this free event and Dr. Ballard took the time to nurture their interest. You won't want to miss out on future lectures and programs and I thank Dr. Susan Carrafiello and her team for bringing Dr. Ballard to Wright State.

Discussions on the new classroom building continue and include exploring how utilization of the building can enhance student success.

A mid-year budget review bill is expected in late March.

Over the next year we will be considering signage around campus and how we can better mark our roads, buildings, and tunnels to improve the campus experience and provide consistency with signage.

On March 12, I will host the Workforce Subcommittee of the Commercialization Taskforce here on the Wright State University campus to consider how we develop talent and prepare students to meet future workforce needs.

We have come to the end of our Five Year Strategic Plan and in the fall will take time to reflect on the past five years and also look forward with an emphasis on students' success. We have had 16% growth in enrollment over the past five years but our graduation success rate has not

kept pace. We want to improve how we help students address academic, financial, and social barriers to success.

Senator Question: The College of Nursing and Health is preparing to reduce the number of credit hours for our baccalaureate degree from 125 to 120, based upon potential legislation to cap baccalaureate degrees at 120 credit hours. Can you comment on this legislation and if the university is addressing it?

Dr. Sudkamp: There is currently no edict at the state level to cap baccalaureate degrees at 120 credit hours. Several states have gone this direction and Indiana may follow the other states soon. There is no requirement for this; however, that does not mean that we wouldn't in the future should an edict come from the state. When we began the semester conversion, programs were recommended to be 120 hours or as close as possible in order to help students graduate in a timely fashion. That should be a goal.

#### **4. Report of the Senate Executive Committee**

Guests: Dr. Jennifer Subban and Dr. Larry Prochaska spoke to Senate regarding Quest for Community. The program has been rebranded toward the university's "changing lives, changing communities" campaign. Faculty members are encouraged to register and attend and also encourage students to participate.

Guests: Student Government representatives Jonathan Maze and Will Scott updated Senate on upcoming elections for Student Government and asked faculty to encourage students to vote. Student Government contact information is located at: <http://wsusg.com/>

Executive Committee met on February 27. The majority of the meeting was spent discussing the Ad hoc Student Success Report to target Senate and Executive Committee actions, pending approval by Senate today.

The Committee assigned Dan Krane, Matt Rizki and Sarah McGinley to participate in Provost Angle's Five Year Review.

The Graduate School policy on requiring transcripts for faculty who wish to take a graduate course is being reviewed and they will also reconsider waiving the \$25 registration fee for faculty.

The nomination period for Faculty Senate has closed and the nomination period for Faculty President-Elect remains open until April 16.

#### **5. Old Business**

##### **A. Ad hoc Student Success Report**

[http://www.wright.edu/administration/senate/senage/documents/2012ReportOfTheAdHocCommitteeOnStudentSuccess-1\\_002.pdf](http://www.wright.edu/administration/senate/senage/documents/2012ReportOfTheAdHocCommitteeOnStudentSuccess-1_002.pdf)

1. Moved and Seconded to Approve the document with the following Amendments.

##### **Recommendation #1**

- A. Moved and Seconded to Amend Recommendation #1 with the changes below.
- B. Amendments Approved.
- C. Moved and Seconded to Approve Amended Recommendation #1.

## **Recommendation #1: Formation of a University College Curriculum Oversight Committee**

The *ad hoc* committee strongly recommends that the Faculty Senate establish a standing curriculum oversight committee for University College. The UVC Curriculum Oversight Committee shall recommend to the Faculty Senate, via UCAPC, changes to courses and policies affecting UVC courses and the first year experience. Furthermore, the UVC Curriculum Oversight Committee shall provide long-term faculty oversight of first-year outcomes and provide periodic recommendations on university-wide admissions policies, remediation strategies, joint-enrollment program articulations, and the like. This body should consist of no fewer than four faculty members from the university at large (appointed by the Faculty Senate) and a like number of University College staff (recommended appointed by the Dean of University College and appointed approved by the Faculty Senate). The Dean of the University College may serve *ex officio* as a non-voting member of the UVC Curriculum Committee.

### **Be It Resolved that:**

*WSU shall maintain a University College Curriculum Oversight Committee as a standing committee of the University College. The UVC Curriculum Oversight Committee is charged with the ongoing evaluation of UVC courses, the first-year experience, and policies that affect first-year students. This includes, but is not limited to, long-term oversight of first-year outcomes, university-wide admissions policies, remediation strategies for conditionally admitted students, and joint-enrollment programs. The committee is charged to recommend improvements as necessary to UVC courses and to forward policy recommendations to the appropriate bodies for consideration and action. More than At least one-half of the committee membership shall consist of faculty from the Academic Colleges. The remainder of the committee shall consist largely of UVC faculty/staff directly involved with the first-year experience. Committee members shall serve two-year staggered terms*

Members of the Oversight Committee were named:

Rich Bullock – Faculty, 2 yr appt.	Lynn Ford - Staff 1 yr appt.
Steve Forston - Faculty, 1 yr appt.	Catherine Queener - Staff 1 yr appt.
Brian Boyd - Faculty, 1 yr appt.	Tim Littell - Staff 2 yr appt.
Tamera Schneider - Faculty, 2 yr appt.	

### **Recommendations #2 – #4**

- A. Moved and Seconded to Approve Recommendation #2 as presented.
- B. Approved.

### **Recommendation #3**

- A. Moved and Seconded to Approve Recommendation #3. A typographical correction was made to change UCPAC to UCAPC under “Be It Resolved that.”
- B. Approved.

### **Recommendation #4**

- A. Moved and Seconded to Approve Recommendation #4. A typographical correction was made to change UCPAC to UCAPC under “Be It Resolved that.”
- B. Approved.

Recommendation #5

- A. Moved and Seconded to Amend Recommendation #5 with the changes below.
- B. Amendments Approved.
- C. Moved and Seconded to Approve Amended Recommendation #5.

**Policy: Placement in academic colleges by the sophomore year**

*Students must be accepted to an Academic College by no later than the end of their first semester at WSU with sophomore status (or higher). Students who fail to apply and qualify for admission to an Academic College by the end of their first semester at WSU as a sophomore (or higher) undergo mandatory advising ~~shall be placed on academic probation.~~*

Recommendations #6 – #12

- A. Moved and Seconded to Approve Recommendations #6 - #12 as presented.
- B. Approved.

Members of an ad hoc committee to study Recommendation #11 were named:

Carol Loranger, Chair  
John Gallagher  
Susan Carrafiello

Dan Krane  
Jason Deibel

Recommendation #13

- A. Moved and Seconded to correct sentence structure in Recommendation #13 to read as below.
- B. Correction Approved.
- C. Moved and Seconded to Approve Recommendation #13.

**Be It Resolved that:**

*University College allocate resources to Fall 2012 pilot proactive intervention for at-risk students in one or more courses critical to student success and report to the Faculty Senate in Spring 2013 on the effectiveness of these techniques.*

- B. COLA: TESOL Endorsement Certificate - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/TESOLEndorsementCertificate.pdf>
  - 1. Moved and seconded to Approve.
  - 2. Approved.
- C. COSM: Physics Combined BS-MS Program - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/PhysicsCombined-BS-MS.pdf>
  - 1. Moved and seconded to Approve.
  - 2. Approved.
- D. ROTC: ROTC Minor - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/ROTCMinor.pdf>
  - 1. Moved and seconded to Approve.
  - 2. Approved.
- E. COLA: COLA Admission Requirements Policy - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCOLA-Feb23.pdf>
  - 1. Moved and seconded to Approve with Amendments.
  - 2. Approved.

- F. CONH: CONH Admission Requirements Policy - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCONH-Feb9.pdf>
  - 1. Moved and seconded to Approve.
  - 2. Approved.
- G. CEHS: CEHS Admission Requirements Policy - UCAPC  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCEHS-Feb9.pdf>
  - 1. Moved and seconded to Approve.
  - 2. Approved.

## 6. New Business

- A. Non-Bargaining Unit Faculty Workload Policy – FAC (Attachment A)
  - 1. Moved and Seconded to Old Business.
- B. Course Management Systems – IT  
*Be It Resolved:*  
*The Wright State Faculty Senate recommends that all Wright State Faculty utilize a single portal to any online resources/systems used in their courses. Faculty maintain the sole authority for choosing specific on-line resources or course management system for their students' use (e.g. Course Studio, Moodle, webpages of their own design, textbook websites, and iTunes U) but are encouraged to provide links to those systems from within the standard student portal system that has been set up by the University for communicating course information to students. Currently the standard portal to which students are conventionally directed is Pilot.*
  - 1. Moved and Seconded to Old Business.
- C. COSM: COSM Admission Requirements Policy  
<http://www.wright.edu/ucapc/0012/minutes/AdmissionRequirementsCOSM-Feb9.pdf>
  - 1. Moved and Seconded to Old Business.
- D. CECS: Materials Science and Engineering Minor  
<http://www.wright.edu/ucapc/0012/minutes/MaterialsScienceAndEngineeringMinor.pdf>
  - 1. Moved and Seconded to Old Business.
- E. Academic Policy: Awarding College Credit For Military Training Experience And Coursework Policy  
<http://www.wright.edu/ucapc/0012/minutes/AwardingCollegeCreditForMilitaryTrainingExperienceAndCourseworkPolicy.pdf>
  - 1. Moved and Seconded to Old Business.
- F. Academic Policy: Repeating Courses And Replacing Grades Policy Addendum Quarter To Semester  
<http://www.wright.edu/ucapc/0012/minutes/RepeatingCoursesAndReplacingGradesPolicyAddendumQuarterToSemester.pdf>
  - 1. Moved and Seconded to Old Business.

## 7. Committee Reports

- A. See Attachment B to the March 5, 2012 Senate Agenda.  
<http://www.wright.edu/administration/senate/senage/documents/SenAgnMar12Complete2.pdf>
  - 1. The Faculty Budget Priority Committee continues to actively meet with administrators regarding the Responsibility Centered Management model with good progress made.
  - 2. The Buildings & Grounds Committee gave a report.  
<http://www.wright.edu/administration/senate/documents/BGMinutes17Feb2012.pdf>

The Building and Grounds Committee expressed its support of the classroom building being located at the Student Union/University Hall site over the Millett Hall site. Dan Krane commented that on behalf of the faculty, he, along with the Provost, expressed the same sentiment in a meeting with Vicki Davidson, Matt Rizki and VP Polatajko.

**8. Council Reports**

A. See Attachment C to the March 5, 2012 Senate Agenda.

<http://www.wright.edu/administration/senate/senage/documents/SenAgnMar12Complete2.pdf>

**9. Special Reports**

**10. Announcements**

**11. Adjournment**

The meeting adjourned at 3:47 p.m. The next meeting will be on Monday, April 2, 2:15 p.m., in E156 Student Union.

/pz